



DEPARTMENT OF MANAGED HEALTH CARE

EXAMINATION ANNOUNCEMENT FOR CORPORATION EXAMINER

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENTAL PROMOTIONAL: Applicants must have a permanent civil service appointment with the Department of Managed Health Care as of the final filing date.

FINAL FILING DATE: August 22, 2003

HOW TO APPLY: Submit application (Std Form 678) in person or by mail with the Department of Managed Health Care, Attn: Human Resources, 980 9th Street, Suite 500, Sacramento, CA 95814, telephone (916) 445-8004. **Application postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason.**

SUBMIT APPLICATIONS ONLY TO THE ABOVE ADDRESS. DO NOT SUBMIT APPLICATION TO THE STATE PERSONNEL BOARD.

If you have a disability and need special testing arrangements, mark the appropriate section of the "Application for Examination". You will be contacted for specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of a signed identification to each phase of the examination.

EXAMINATION DATE: It is anticipated that interviews will be held during **August/September 2003.**

MONTHLY SALARY: Range A \$3568 - \$4131 Range B \$4301- \$4980

NOTE: All Applicants must meet the education and/or experience requirements by the final filing date.

MINIMUM QUALIFICATIONS

Either I

One year of experience in the California state service performing professional accounting or auditing duties of a class at a level of responsibility equivalent to that of Auditor I. (Applicants meeting the educational requirements who have completed six months of service performing professional accounting or auditing duties of a class at a level of responsibility equivalent to that of Auditor I will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)

Or II

Experience: Two years of increasingly responsible professional accounting or auditing experience.

And

Education: **Either**

1. Equivalent to graduation from college, with specialization in accounting; **Or**
2. Completion of either:
 - (a) A prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; **Or**
 - (b) The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

Special Personal Characteristics: Ability to qualify for a fidelity bond. In addition, willingness to travel and work away from the headquarters office.

Additional Desirable Qualification: In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent education beyond that required under "Minimum Qualifications". Preferred additional education includes college level courses in business administration, public administration, accounting, auditing, business law, and corporate finance.

THE POSITION: The incumbent conduct the examination of books and financial institutions other business firms, perform assignments relating to the administration and enforcement of applicable laws; plan, coordinate and direct the appropriate examination programs, and do other work.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION: This examination will consist of a Qualification Appraisal Interview weighted 100%. The interview will include a number of predetermine job-related questions. In order to obtain a position on the eligible list a minimum rating of 70% must be attained the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SCOPE: In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each candidate's:

A. Knowledge of:

1. General and specialized accounting and auditing principles and procedures.
2. Laws, policies, rules and regulations administered by the Department of Managed Health Care.
3. Financial organization and practices of organizations subject to regulation by the Department of Managed Health Care.
4. Federal rules and regulations governing the issue and sale of corporate securities.
5. Business law.
6. Administrative practices and procedures.

B. Ability to:

1. Administer procedures and program activities.
2. Gather, organize, summarize and interpret financial data.
3. Analyze situations accurately and adopt an effective course of action.
4. Prepare reports.
5. Establish and maintain cooperative relations with those contacted in the work.
6. Speak effectively.
7. Devise procedures and program activities.
8. Plan, organize and direct the work of others.

ELIGIBLE LIST INFORMATION: The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Veterans' preference credit is not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Managed Health Care three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Managed Health Care, Examination Services Unit, (916) 445-8004 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of Employment Development Department, Department of Managed Health Care and the State Personnel Board's web site @ <http://www.spb.ca.gov>.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their score.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Location: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento, San Francisco and Los Angeles. However locations of interviews may be limited to or extended as conditions warrant.

Eligible List: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional 2) departmental promotional, 3) multidepartmental promotional 4) servicewide promotional 5) departmental open 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible list will expire in from one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans of self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.